

Message

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**From:** Krista Hughes [KristaHughes@skirvinhilton.com]  
**Sent:** 11/28/2017 8:08:00 PM  
**To:** Troche, Luis [Troche.Luis@epa.gov]; Nathalie Daooust (ndaoust@cec.org) [ndaoust@cec.org]; Liliana Paz Miller [lpmliller@cec.org]  
**Subject:** RE: Skirvin Hilton Meeting Space

Hi there!

I am just following up, as this time of year gets very busy for me. Are you wanting to meet with me to discuss contracting the specific rooms? If so can you let me know from the information I sent prior what all you are wanting to contract with us so that I can be prepared?

Thanks!

*Best,*

*Krista Hughes*

Krista Hughes | Business Travel Sales Manager  
**SKIRVIN HILTON OKLAHOMA CITY**  
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**From:** Troche, Luis [mailto:Troche.Luis@epa.gov]  
**Sent:** Tuesday, November 14, 2017 4:50 PM  
**To:** Nathalie Daooust (ndaoust@cec.org); Liliana Paz Miller  
**Cc:** Krista Hughes  
**Subject:** FW: Skirvin Hilton Meeting Space  
**Importance:** High

Nathalie and Liliana- below is information from Krista, who I am e-introducing here, on the Skirvin Hotel. Krista, Nathalie and Liliana are with our Secretariat and plan to be in OKC Dec 4-5 for their follow up visit to the venues I visited.

Apologies that I did not get back to you on your last note—I have been on the road for three weeks.

Best Regards,

*Luis Troche*

Senior Advisor for North American Affairs  
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**From:** Krista Hughes [<mailto:KristaHughes@skirvinhilton.com>]  
**Sent:** Tuesday, October 31, 2017 3:04 PM  
**To:** Troche, Luis <[Troche.Luis@epa.gov](mailto:Troche.Luis@epa.gov)>  
**Subject:** Skirvin Hilton Meeting Space  
**Importance:** High

Luis,

As promised, attached is a breakdown of our meeting space as well as our menus.

We have the below space available for your group if you choose to use it. I can provide \$\$\$ for the meeting space based off of your choices and uses of the room itself. If you choose to have food functions, simply pick a meal and multiply it by the number of guests partaking and that will provide your minimum.

6.25.18- Centennial Ballroom, Venetian Ballroom, Continental, Crystal, Founders Room, Skirvin Suite, Overholser Suite, Mesta Suite (currently booked for your group)

6.26.18- Venetian Ballroom, Continental, Crystal, Founders Room, Skirvin Suite, Overholser Suite, Mesta Suite (currently booked for your group)

6.27.18- Centennial Ballroom, Venetian Ballroom, Continental, Crystal, Founders Room, Skirvin Suite, Overholser Suite, Mesta Suite (currently booked for your group)

Please let me know as soon as possible if you would like to reserve any meeting space and I will go ahead and hold to VIP block until you all request contracts.

*Best,*

*Krista Hughes*

Krista Hughes | Business Travel Sales Manager  
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